

# Amy Li

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## EDUCATION:

THE FOX SCHOOL OF BUSINESS, TEMPLE UNIVERSITY, Philadelphia, PA

**Bachelor of Business Administration, Graduation: December 2023**

**Major: Management Information Systems | Minor: Digital Marketing | Total expected credits: 140**

GPA: 3.18 | Dean's List, Spring 2020 - Fall 2021 |

## ACTIVITIES:

- Fox Accounting Association (FAA) member 2019-2021
- Association for Information System (AIS) member 2021-present
- Philadelphia Chinatown Development Corporation Internship 2022-present

## EXPERIENCE:

Chinese Christian Church & Center

*September 2019 – August 2021*

### Mandarin Tutor

- Conducted Mandarin lessons in a 20-seat room for 10 students.
- Ensured students were proficient in writing Mandarin characters for their respective grade levels.
- Taught students to recite classic Chinese poems while providing a deeper understanding of the concepts.

Möge Tee, Philadelphia, PA

### Barista

*May 2021 – August 2023*

- Efficiently prepared tea and dessert orders for customers.
- Maintained a clean and welcoming environment for both customers and staff.
- Trained new staff on store procedures and customer service.
- Operated POS systems, facilitating transactions with opening and closing registers.

Philadelphia Chinatown Development Corporation

### Internship

*September 2022 – present*

- Utilized Airtable for customer data collection, organization, and interpretation.
- Gather and develop weekly social media content for brand visibility and engagement.
- Design monthly content and event calendar.
- Manage marketing outreach and design flyers for organization events.

Matcha Panda, Philadelphia, PA

*August 2023 - present*

### Server

- Provided customer services for a 40-seat diner specializing in Japanese-style tea and desserts.
- Handled phone inquiries, answered customer questions, and ensured a relaxing and safe dining environment.
- Managed inventory to maintain optimal stock levels.

## SKILLS & LANGUAGES:

- Microsoft: Word, PowerPoint, Excel
- JavaScript, Python, MySQL – entry level
- Google Analytics, Airtable, WordPress